

June 21, 2022

C-4

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to approve the destruction of records for the Office of the City Clerk as shown in Exhibit A: and adopt the resolution.

DISCUSSION

Pursuant to Section 34090 of the California Government Code and Chapter 1.28 of the Long Beach Municipal Code, records destruction for City Manager departments, elected officials and appointed offices must be submitted to the City Council for approval. The records destruction must comply with each department's records retention schedule.

In its capacity as responsible agent for the operation of the Records Center, the Office of the City Clerk has worked with the department listed to review the records destruction (Exhibit A).

The City Attorney and the Office of the City Clerk concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 22 for the operation of the City Records Center.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



MONIQUE DE LA GARZA
CITY CLERK

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RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LONG BEACH APPROVING AND AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS, PAPERS, AND WRITINGS BY THE OFFICE OF THE CITY CLERK

The City Council of the City of Long Beach resolves as follows:

Section 1. Pursuant to and in accordance with the provisions of Section 34090 of the Government Code of the State of California and Chapter 1.28 of the Long Beach Municipal Code relating to the destruction of City records, and the City Attorney having heretofore given written consent, the City Council of the City of Long Beach does hereby approve and authorize the destruction by the Office of the City Clerk of any and all of the records, documents, instruments, books, papers, and writings as set forth in the documents attached hereto and marked Exhibit "A" and by reference thereto made a part hereof, which records are under its charge and are no longer required for use in its respective office, said records being no less than two (2) years old.

Section 2. The City Council hereby finds that none of said records:

- A. Affect the title to real property or liens thereon;
- B. Constitute official court records;
- C. Constitute records which are required to be kept by statute;
- D. Constitute the original or record copies of the minutes, ordinances or resolutions of the City of Long Beach or any City Board or Commission.

Section 3. This resolution shall take effect immediately upon its adoption by the City Council, and the City Clerk shall certify the vote adopting this resolution.

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OFFICE OF THE CITY ATTORNEY
CHARLES PARKIN, City Attorney
411 West Ocean Boulevard, 9th Floor
Long Beach, CA 90802-4664

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I hereby certify that the foregoing resolution was adopted by the City Council
of the City of Long Beach at its meeting of _____, 2022, by the
following vote:

Ayes: Councilmembers: _____

Noes: Councilmembers: _____

Absent: Councilmembers: _____

City Clerk

EXHIBIT “A”

DESTRUCTION NOTIFICATION REPORT

CITY OF LONG BEACH


Department CITY CLERK LEGISLATIVE & ELECTIONS

According to your departmental records retention schedule, the following boxes are eligible for destruction.

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
20983	PERSONNEL FILES	1/1/1994	12/31/2006	12/31/2021	Internal Record Center	D -005-0002 0008
28250	ROSTER OF VOTERS	4/1/2015	4/30/2015	4/30/2020	Internal Record Center	A -006-0005 0007
34630	ROSTER OF VOTERS	1/1/2016	12/31/2016	12/31/2021	IRON MOUNTAIN	948273030
34631	ROSTER OF VOTERS	1/1/2016	12/31/2016	12/31/2021	IRON MOUNTAIN	948273031
34632	ROSTER OF VOTERS	1/1/2016	12/31/2016	12/31/2021	IRON MOUNTAIN	948273032
34633	ROSTER OF VOTERS	1/1/2016	12/31/2016	12/31/2021	IRON MOUNTAIN	948273033
34634	ROSTER OF VOTERS	1/1/2016	12/31/2016	12/31/2021	IRON MOUNTAIN	948273034
34635	ROSTER OF VOTERS	1/1/2016	12/31/2016	12/31/2021	IRON MOUNTAIN	948273035
34636	ROSTER OF VOTERS	1/1/2016	12/31/2016	12/31/2021	IRON MOUNTAIN	948273036
34813	ADMINISTRATIVE FILES	1/1/2006	12/31/2011	12/31/2021	Internal Record Center	C -001-0003 0001
	IMPREST CASH & ADMIN FILES: DIRECT PAYMENTS BANK RECONCILIATIONS PCARD RESUMES - RECRUITMENT 2016					

Perm Box Number	Record Title Box Description	Dates		Destroy Date	Storage Room	Location
		Begin	End			
34816	ADMINISTRATIVE FILES IMPREST CASH & ACCOUNTING FILES: BANK RECONCILIATIONS 2011-2014 MISC. INVOICES 2000-2014	1/1/2000	12/31/2014	12/31/2021	Internal Record Center	C -001-0003 0006
36612	CAMPAIGN STATEMENTS - LOSING CANDIDATES & 1/1/2010 THIS BOX ALSO CONTAINS ELECTION FILES (WORKING FILES) FROM 2010-2015, SAME DESTRUCTION YEAR.		12/31/2016	12/31/2021	IRON MOUNTAIN	RF018641553
36615	CAMPAIGN STATEMENTS - LOSING CANDIDATES & 1/1/2006		12/31/2016	12/31/2021	IRON MOUNTAIN	RF018641556
36617	ELECTION WORKING FILES	1/1/1988	12/31/2014	12/31/2020	IRON MOUNTAIN	RF018641558
36618 ✓	ETHICS TRAINING THIS BOX ALSO CONTAINS CAMPAIGN STMTS FOR LOSING CAND & COMMITTEE SUPPORTING LOSING CAND FROM 2006-2016 WITH SAME DESTRUCTION YEAR.	1/1/2006	12/31/2016	12/31/2021	IRON MOUNTAIN	RF018641559
36712	LOYALTY OATHS LOYALTY OATHS PNE 4-2018	1/1/2016	12/31/2018	12/31/2020	Internal Record Center	A -002-0002 0011
37693	ACCOUNTING FILES (10037.9) ✓TIMESHEETS	1/1/2016	12/31/2018	12/31/2020	Internal Record Center	C -001-0003 0007

Total Boxes to be Destroyed: 17



City Clerk



Date



Department Head



Date



City Attorney



Date